

**Maryland Public Libraries**  
**Annual Report Requirements**  
**FY2018**

**System Name, Address and Contact Information**

Kent County Public Library

408 High Street

Chestertown, MD 21620

Jacqueline M. Adams, Executive Director

**Names of Board Members and Director**

Joseph Harding, President

Charles Lerner, Vice President

Earl Runde, Treasurer

Elisabeth Tully, Secretary

Valerie Overton

John Queen

Michael Ferreira

Jacqueline M. Adams, Executive Director

**Elected Officials: County Commissioners**

Ronald H. Fithian

William Pickrum, President

William A. Short

**Annual Statistics for the Fiscal Year 2018**

- Total Budget (**see attached audit**)
- Total Budget by source (**See attached audit**)

### Other Statistics

- Branches & Bookmobiles **(3)**
- Materials Collection **(41,939)**
- Digital Items **(84,691)**
- Materials Circulated **(139,683)**
- Registered Borrowers **(12,795)**
- Information Questions Answered **(2,630)**
- Number of Library Visits **(111,269)**
- Number of Programs/Attendance **(488/7,494)**
- ILL (received) **(2,544)**
- Personnel **(12.75 FTE)**
- Public Access Computers **(33)**
- Public Computer Sessions **(15,429)**
- Public WiFi Sessions **(46,124)**

### 2018 Highlights

Strategic Long Range plan goals were developed, implemented and achieved including:

**Energized the library collection based on our community's preferences, a multiplicity of formats, and the changing nature of publishing:**

- Implemented Polaris Integrated Library System Acquisitions Module
- Issued monthly statistical reports that used the enhanced capabilities of the new Polaris ILS system
- Refreshed/weeded the nonfiction collection at Chestertown in anticipation of reduced collection space
- Refreshed and refurbished collections at North County and Rock Hall Branches
- Investigated and implemented ways that vendor/statistical reports can assist in assessing patron interests

### **Excelled in providing services that support the technological needs of the community:**

- Completed Polaris Integrated Library System implementation
- Completed at least twenty one-on one technology appointments to provide patrons with customized instruction
- Conducted monthly sessions to answer technology questions
- Offered at least four programs that incorporated digital library resources
- KCPL was the recipient of a FY18 LSTA Innovation Grant to create and implement Homework Carts at all locations. The Homework Carts were later enhanced with Chrome Books for student use

### **Enhanced library spaces to encourage collaboration, social interaction, and reading enjoyment**

- KCPL was awarded State Capital Grants in FY 2017 and FY 2018 to implement Project 20/20 by installing an updated HVAC system, redesigning the children's department, upgrading the electrical system and creating a collaborative/teen area with flexible plans for current and future technologies in the Chestertown Library
- Evaluated hours of operation and program offerings at Rock Hall and North County based on patron input and statistical data for visits, circulation and programming. Changed hours at Rock Hall to accommodate after school activities

### **Expanded outreach so that the community will better use and value library services**

- Planned specific outreach activities in towns of Millington and Betterton that included assistance with setting up a community center, a summer reading program and story times.
- Staff gave presentations at Board meetings that highlighted staff roles in the library/community
- Provided public programs in partnership with multiple community organizations (see below)
- Reviewed and updated policies over 5 years old and created new policies to address current issues
- KCPL continued outreach to major organizations and civic entities. We initiated and maintained these valuable community partnerships and collaborations so that the community will better use and value library services

The Foundation for the Kent County Public Library was again the recipient of a PNC Grow up Great Grant to support the FY18 summer reading program. This year's program provided a unique concert experience for young children with 350+ children registered and a 70% completion rate out of the children who participated. We were able to bring in a didgeridoo artist for a culture and music program, provide a magic show for children at three of our branches, and have several music themed hands on programs including Guitar Pick Art, Instrument Making, and The Science of Sound. These family programs are extremely valuable in showing what the library has to offer, modeling positive parent/child interactions, and teaching families the importance of purposeful play. Our main target was the families located in our Title I school districts, but we were able to reach children and families from all areas. By partnering with our local schools' Explore It! Program, we were able to offer several programs targeted to each age group that featured our reading and music literacy goals. We made a concerted

effort to encourage the participation of all summer school students in the summer reading program by visiting them, hosting field trips, and taking prizes and books to the schools. We also provided an online version of the summer reading program to expand participation.

KCPL was the recipient of a LSTA Staff Development Grant that enabled two staff members to further their formal education and received scholarship funds that enabled three staff members to attend the MLA Conference.

Trustee membership remained constant and their engagement remained high. Two new members: Valerie Overton and Michael Ferreira were appointed to a five year term. John Queen was appointed to a two year term to finish out the term for a member who had resigned.

The community, in the form of the municipalities, volunteers, the Friends of the Kent County Public Library, the Foundation for the Kent County Public Library and the general community continued their support.

## **2018 Service Highlights**

### **Children and Teen Activities**

KCPL served 5,719 patrons at 240 youth classes/events

#### **S (Science) T (Technology) E (Engineering) M (Mathematics) activities included:**

- STEMWorks Festival
- Reptile Show
- Dinosaurs Rock
- Little Tongers Oyster Boat
- Building Mason Bee Houses
- Papier Mache Studio
- Cardboard Cities
- Stinky Storytime

#### **Children/Teen Technology Classes**

- Minecraft
- Wii Gaming
- Brush Bots
- LEGO Activities
- Doodle Pens

#### **Other Children's Programs:**

- Author visit with Matt De la Pena
- Cat's Pajama Concert
- Stamped with Kindness Letter/Card Writing Program

- Family Fort Night
- Soap Making
- Miniature Fairy House Workshops
- Build a Sundae Fun Day
- Harry Potter Potions
- Gingerbread Houses
- Valentine's Day Crafts
- Dr. Seuss' Birthday Party
- Star Wars Day
- Tea Party Bonnets
- Escape from Mr. Lemoncello's Library Scavenger Hunt
- Magician Ran'D Shine
- Everyday Instrument Making

#### **School Partnerships**

- School visits and tours throughout the year
- School Registrations
- Bilingual Field Trips to two elementary schools

#### **Community Outreach**

- Gather Round at the Garfield Theater
- Millington Cookie Exchange
- Community Murals
- Community Unity Day

#### **In addition:**

- Regularly scheduled Story Times
- Baby Story Times
- Preschool Adventures at all locations
- Established an active Teen Advisory Board, a Teen Writing Group, and an excellent group of teen volunteers

#### **Adult Activities**

KCPL served 1,775 patrons at 248 classes/events including:

- Credit & You Workshop
- Essential Oils 101 and Essential Oils Make and Take
- Legacy Day
- Celebrating 27 Years of the Americans with Disabilities Act
- Self-Improvement: Build Your Own Self-Care Kit, Laugh Easily and Often, Live Happy! Stay Curious!
- WHEE: Community Performance Art
- Gaming: Game Night at the Library, After Hours Game Night, Board Game Night

- Live Poets in the Library
- 5<sup>th</sup> Annual Toy Train & Model Railroad Exhibit
- Ask an Addictions Expert
- Art Classes: Trash Art, Paint Night, Paper Flowers, Folded Book Art
- Writer's Workshop Series: How to Edit Your Manuscript, Which Way to Publication?, Finding Your Readers: A Writers Guide to Marketing
- Annual Author Event: Kate Larsen: *The Geographies of Harriet Tubman's Life and Legacy*
- Robert Earl Price Author Series: *Poems of Resistance* and *Poems of Resistance: The Heroism of Survival in an Oppressive Society*
- Doug Norton Author Event: *American Presidents, North Korean Dictators and the Elephants in the Room*
- National African American Read In
- 4<sup>th</sup> Annual Seed Swap
- Nutrition: Food Lore and Eat More Veggies

#### **Ongoing adult classes/opportunities**

- Needlecrafters group
- Monthly art exhibits by local artists
- Artist Receptions
- Four KCPL sponsored book groups and assistance provided to over 10 community book groups
- Monthly display case exhibits by local organizations
- Weekly films for public viewing and discussion
- Three Writers Groups
- Weekly Chess Club
- Upper Shore Beekeepers
- Family History Discussion Group
- DLLR Veterans representative regular visits

#### **Partnerships: KCPL is very proud of our continued relationship with our community partners:**

- Kent County Chamber of Commerce: KCPL hosts an annual "Business after Hours"
- League of Women Voters: regularly hold candidate forums and host an annual African American History Month program
- Board of Elections: Chestertown Library is a designated polling place for early voting and a precinct location on election day
- Maryland Extension Service offers an annual Horticulture Program Series
- UMD Extension 4H Club planted a community garden
- MD Health Connection
- Historical Society of Kent County
- Maryland Department of Disabilities
- Kent Center
- Kent County Arts Council

- Chestertown Recreation Commission
- Kent County Health Department
- Kent County Department of Social Services
- Washington College and the Washington College C.V. Starr Center
- Chesapeake College
- Sassafras Environmental Education Center has an annual exhibit
- Mid Shore Pro Bono
- Your Vote, Your Voice
- Bayside HOYAS (Help our Youth Achieve Success)
- Judy Center of Kent County
- SCORE holds annual classes
- Pepco holds annual hearings
- AARP Tax Preparation throughout the entire tax season
- Chestertown Tea Party Celebration and Storytime

#### **Meeting Room use**

KCPL made 265 meeting room reservations for 68 outside organizations with 4,605 attendees including:

- Kent County Board of Elections
- Washington College Job Fair
- U.S Coast Guard Safe Boating Class
- Workforce Development Job Fair
- Project H.O.P.E.
- Mid Shore Pro Bono
- Chestertown Garden Club
- Headstart
- MD Insurance Outreach
- Community Mediation Upper Shore
- American Red Cross
- Compass Regional Hospice

#### **FY 2018 Budget**

The attached Financial Statements Audit Report and Management Letters contain information on budget issues and provide significant financial highlights for FY 2018.